

RD AN No. 3888 (2036-A)
August 21, 2003

SUBJECT: Type N Travel Authorization

TO: Rural Development State Directors

ATTN: Administrative Program Directors

Effective immediately, I hereby invoke my authority to issue nationwide (Type N) travel authorizations to State Directors and am delegating approval authority of the Form AD-202, Travel Authorization, to the Travel Unit (TU), Support Services Division (SSD). This rescinds the memorandum dated September 24, 2001, signed by Michael E. Neruda. The next revision of RD Instruction 2036-A will include these changes.

The following guidelines are to be adhered to ensuring an appropriate travel reimbursement process:

1. Each State Director will retain a travel log for out of state travel to be made available to me or members of my staff, when requested. Please use the attached format.
2. Unauthorized claims for travel will result in adverse actions and/or loss of privileges.
3. Concurrent with this authority, all travel claims are subject to random audit by the SSD.
4. Authorizations will be issued for the remainder of the present fiscal year and at the beginning of each fiscal year thereafter.

EXPIRATION DATE:
August 31, 2004

FILING INSTRUCTIONS:
Preceding RD Instruction 2036-A

5. Restrictions on travel include:

- a. Continuing Resolutions by Congress, thereby limiting travel resources.
- b. Notification(s) by the Under Secretary.
- c. Travel situations requiring special justifications must be processed in accordance with RD Instruction 2036-A, section 2036.2(g) requiring pre-approval and Type C authorizations.
- d. All foreign travel must be processed in accordance with RD Instruction 2036-A, section 2036.80 and will require Type C authorizations.

6. Reimbursement for travel performed under Type N authorizations will be from state allocations only.

Please have your support staff prepare Form AD-202 for the remainder of this fiscal year and advise Theresa Hollowell, TU, at 202-692-0227 when the Form AD-202 is available for approval.

(Signed by Thomas C. Dorr)

THOMAS C. DORR
Under Secretary
Rural Development

Attachment

(TRAVELER'S NAME) **LOG OF OFFICIAL TRAVEL** _____
(FISCAL YEAR)

(FISCAL YEAR)

[illegible]